



SUNNYVALE DEPARTMENT OF PUBLIC SAFETY
700 ALL AMERICA WAY
SUNNYVALE, CA 94088

October 30, 2003

Grand Jury
Santa Clara County
Superior Court Building
191 North First Street
San Jose, CA 95113

Attention: Mr. James P. Thurber Jr.

Dear Mr. Thurber:

This letter is in response to your request for information pertaining to the study you are conducting of Police Evidence Rooms within Santa Clara County.

The information you are seeking is in response to specific questions. Since the document you provided is voluminous (in a 4-inch binder), your questions are paraphrased in italics, with our agency response immediately following in bold type.

1) *Who in your organization directly supervises your evidence room?*

Since July 1, 2003 the Records Coordinator (Supervisor) has supervised the Property and Evidence Unit, reporting directly to the Manager of the Bureau of Technical Services. Both positions are non-sworn.

2) *Has your evidence room been audited in the past five years? Yes.*

If yes, how often is your evidence room audited? **We conducted an external comprehensive audit that included looking into processes and procedures in 2001. We conducted an internal audit when there was a change in Property Unit leadership in 2002.**

If yes, is the audit conducted by an external individual or group and who is that? (Or is it an internal audit conducted by a member of your organization?) **Our comprehensive audit conducted in 2001 was prepared by an outside consulting service. The name of that service was Evidence Control Systems. The lead consultant is a name well known in the industry, Joseph T. Latta.**

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OF
THE CHIEF

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3) *Is an audit scheduled within the next two years?* **Yes.**

If yes, when? **Our next audit is scheduled for early 2004.**

You have requested a copy of our most recent audit by November 5, 2003. Our audit, in its entirety, is a sizable document. As there are practical constraints involved with duplicating the entire document in time for your deadline, we are enclosing a copy of the Executive Summary portion with this response. If, after reviewing the Executive Summary, you deem it necessary to obtain the complete audit, we will be happy to duplicate the remainder and forward it to you upon request.

Sincerely,

Byron Pipkin, Captain

for Irwin I. Bakin, Director
City of Sunnyvale
Department of Public Safety